

## **BYLAWS**

April 20, 2005

### **Article I – Name**

The name of the Committee is the Maryland State Geographic Information Committee, also referred to as MSGIC.

### **Article II – Mission**

The Maryland State Geographic Information Committee (MSGIC) is an organization originally established by the Governor's Office in recognition of the need to coordinate geographic information system (GIS) activities within Maryland. Its mission is to promote the coordinated development and efficient use of human and financial resources between and among all entities involved in the collection and/or use of spatial data and GIS.

### **Article III – Goals**

The following goals were established by MSGIC and affirmed during its strategic planning efforts:

- Serve as a focal point for coordination of GIS activities statewide.
- Reduce duplication of GIS efforts within Maryland.
- Support development of geographic data sets that are useful for multiple purposes, recognizing that individual entities may be responsible for developing and maintaining specific data sets.
- Develop and work to implement standards and guidelines for GIS in Maryland.
- Promote the preservation of valuable GIS data, recognizing that such data are a capital asset.

### **Article IV – Membership**

**A.** Membership in MSGIC is open to any person. Prospective members must apply for membership and provide appropriate information.

**B.** Each MSGIC member has one vote.

**C.** Subcommittee membership is open to anyone who has an interest in working, in accordance with subcommittee procedures, on issues that promote the goals of MSGIC.

**D.** Based on the application form, members shall be assigned to one caucus membership category.

**E.** When members change employment status they shall automatically forfeit their membership in MSGIC and shall submit a new application for continued membership.

**F.** MSGIC will maintain the membership roster by purging outdated records.

## **Article V – Officers**

**A.** The Officers of MSGIC shall be elected from the membership. They shall serve one year terms beginning immediately after their election, coincident with the first quarterly MSGIC meeting of the fiscal year in July. Officers shall include:

**1) Chair:** The Chair shall preside over the affairs of MSGIC and shall perform all other duties incident to the office.

**2) Chair-elect:** The Chair-elect shall assist with the affairs of MSGIC and shall perform all other duties incident to the office. The Chair-elect assumes the duties of the Chair in the absence of the Chair.

**3) Past Chair:** The Past Chair shall advise the Chair and assist MSGIC as requested by the Chair.

**4) Secretary:** The Secretary shall record and transcribe minutes of the quarterly MSGIC meetings, maintain the records of MSGIC, and perform all other duties incident to the office.

**B.** Officers shall be elected to the positions of Secretary and Chair-elect by a majority vote of the MSGIC membership. In the following year, the Chair-elect shall succeed the Chair, and the Chair shall become the Past Chair. If the Chair steps down during his or her term, the Chair-elect shall assume the duties of the Chair, and the position of Chair-elect shall remain vacant until the next election. If the Secretary steps down during his or her term, the Executive Committee shall appoint a Secretary to serve the remainder of the term. If the Chair-elect cannot succeed the Chair, then a Chair shall be elected to fill the vacancy in the same manner as the other officers. If the Past Chair is unable to serve, that position shall remain vacant.

**C.** Nominations for MSGIC officers shall be solicited by June 1. Nominations shall be reviewed by the Executive Committee and, with the consent of the nominee, presented to the membership. Nominees shall provide a brief background statement as directed by the Executive Committee.

## **Article VI - Organizational Structure**

**A.** The structure of MSGIC shall include, but not be limited to, the following:

**1) Executive Committee:** The Executive Committee shall include the Officers of MSGIC, the Chair of each subcommittee, and representatives from each membership caucus. Caucus chairs will include (2) State, (2) Local, (2) Regional Council, (1) Federal, (1) Private and (1) Education.

The Executive Committee shall discuss and address coordination issues and serve as an interface between MSGIC and all external entities.

## **2) Subcommittees:**

**a) Data and Resource Subcommittee:** The Data and Resource Subcommittee shall coordinate development of MSGIC endorsed digital base maps and prioritize thematic map layer production. This group shall support ongoing database development and interoperability initiatives, and oversee the formation and implementation of GIS-related standards and guidelines. Furthermore this subcommittee will explore grant and partnership opportunities, and foster coordination and communication on GPS issues within Maryland.

**b) Outreach and Education Subcommittee:** The Outreach and Education Subcommittee shall promote GIS within Maryland, with an emphasis on professional development, increasing public awareness and facilitating K-16 education. This group will develop public relations and outreach strategies, assist with MSGIC website maintenance and content development, coordinate demonstrations of GIS applications. Also this subcommittee will promote membership in MSGIC, and where possible and applicable provide technical direction to MSGIC membership.

**3) Caucuses:** Each MSGIC member will be assigned to a membership caucus based on his or her membership application. Caucuses seek to represent the issues and concerns of their sectors, including:

- 1) State
- 2) Local
- 3) Regional Council
- 4) Federal
- 5) Private
- 6) Education

**B. Additional Subcommittees/Caucuses** - MSGIC may establish additional subcommittees/caucuses, temporary or permanent, to support its work. The subcommittees/caucuses may establish working groups that meet to discuss particular subjects of interest.

**C. Subcommittee/Caucus Priorities** - Each subcommittee shall establish and maintain a prioritized list of items for discussion and resolution. If any member of MSGIC believes that an issue has not obtained an appropriate ranking, that member shall first address the matter with the appropriate subcommittee/caucus chair. If not satisfied with the response from the appropriate subcommittee/caucus chair, the member may then contact the MSGIC Chair for discussion and resolution in the Executive Committee. Discussion and resolution by the Executive Committee shall be the final method of addressing such issues. The Executive Committee shall contact the member raising the issue and inform him or her of the discussion and resolution.

Representatives may not hold more than one title within MSGIC.

## **Article VII - Selection of Subcommittee/Caucus Chairs**

**A.** Subcommittee/Caucus Chairs shall be members of MSGIC selected by a majority vote of the subcommittee/caucus members present. The vote shall be held prior to the MSGIC quarterly meeting in July. The selection is subject to final approval by the membership in attendance at the July quarterly meeting.

**B.** Subcommittee/Caucus Chairs shall serve for a term of one year. A Subcommittee/Caucus Chair may be re-elected. If a Subcommittee/Caucus Chair steps down during his or her term, a new Subcommittee/Caucus Chair shall be elected by the subcommittee/caucus to serve the remainder of the term. The selection is subject to final approval by the MSGIC Executive Committee. Unfilled positions may be appointed by the Executive Committee or left unfilled.

## **Article VIII – Meetings**

### **A. Full Committee**

**1)** The full MSGIC membership shall meet quarterly (January, April, July, October). The committee will strive to meet third week of the month unless a conflict arises with holiday schedules or other significant events.

**2)** Special meetings may be called at the request of the MSGIC Chair or the majority of the membership of MSGIC.

**3)** The MSGIC Chair or Secretary shall notify all members of the time and location of quarterly meetings at least two weeks in advance of each meeting.

### **B. Subcommittees**

**1)** Subcommittees, except the Executive Committee, shall meet as agreed to by the members of the individual subcommittees. The Subcommittee Chairs will establish the exact schedule and suggested locations.

**2)** The Subcommittee Chair shall notify all subcommittee members of the time and location of meetings at least one week in advance of each subcommittee meeting.

**3)** The Executive Committee shall meet as requested by the MSGIC Chair

**C. Caucuses** - Caucuses shall meet as determined by the caucus Chair.

**D. Rules** - The Committee, or Subcommittees may adopt formal rules of order to regulate the proceedings of the various meetings. The Committee, Subcommittee, and Caucus Chairs shall direct proceedings in a fair and

equitable manner. Robert's Rules of Order will be used as a procedural standard.

**E. Attendance** - All MSGIC meetings (Committee, Subcommittees, and Executive Committee) are open and provide for attendance by anyone from the public.

## **Article IX – Amendments**

**A.** These Bylaws and any amendments thereto providing for the governance of MSGIC may be adopted, altered, or repealed at a full Committee meeting by affirmative vote of a majority of the MSGIC members present at the particular meeting when the vote is taken.

**B.** The Chair or Secretary shall provide to the membership written notice of proposed changes at least two weeks prior to the date of the MSGIC quarterly meeting.

## **Article X - Implementation of Standards, Policies, Guidelines and Recommendations**

**A.** Recommended MSGIC standards, policies, guidelines, and recommendations shall be discussed and drafted by the appropriate subcommittee. The Executive Committee shall review draft standards, policies, guidelines, and recommendations and either (1) remand them back to the subcommittee with specific comments for further review and consideration or (2) recommend that they be forwarded to the full membership for review and approval. Draft documents requiring membership approval shall be released for review 30 calendar days prior to a vote by the membership.

**B.** Suggested changes to standards, policies, guidelines, and recommendations should be made to the appropriate subcommittee/caucus chair prior to the MSGIC quarterly meeting. However, to finalize action on an item, changes may be suggested, drafted, read, and voted on during the quarterly meeting.

**C.** Each MSGIC member is responsible for evaluating the impact of suggested MSGIC standards, policies, guidelines, and recommendations on his or her organization. To the extent possible, all MSGIC standards, policies, guidelines, and recommendations shall be voluntarily implemented.

## **Article XI - Records Retention**

**A.** During his or her tenure as an elected officer, the Secretary of MSGIC shall maintain a file of all Committee, Subcommittee, and Caucus records and publications, whether in electronic or other form. That file shall be forwarded to

the next elected Secretary during the first quarterly meeting of the fiscal year in July.

**B.** MSGIC shall periodically post permanent MSGIC records and publications to the MSGIC website.

**C.** MSGIC shall post draft records and publications to the MSGIC website as necessary.

**D.** MSGIC shall maintain an offsite backup of the MSGIC website.